

**Town of Mulgrave
Meeting Minutes
October 6, 2025**

Present: Deputy Mayor Maas Latimer, Councillor Russell, Councillor Michel, Councillor Tate, and CAO Gray.

Absent with Permission: Mayor Chisholm

1. Call to Order

Meeting called to order at 6:35 pm by Deputy Mayor Maas Latimer.

2. Approval of Agenda / Addition of Agenda Items

Moved by Councillor Tate, seconded by Councillor Michel that the Agenda be approved with the following additions:

- I. Update on Donkin St. Bridge
- II. Tower Road Property, RE: Building Inspector Visit

Motion Carried

3. Minutes – September 15, 2025

Minutes Accepted with noted Revisions

Deputy Mayor Maas Latimer would like to have the TAG meeting date confirmed, as page 1 & page 4 read different dates.

Deputy Mayor Maas Latimer would like the 'recorded vote' reviewed, as it was not discussed during the meeting that the vote was a 'recorded vote.' CAO Gray advised the recording will be reviewed to confirm if it was asked to have this as a recorded vote and if it needs to be removed, it will be done before posting.

4. Business Arising From Minutes

Minutes of June 2nd are missing from the website.

Incorrect date for the Town Hall on the website

Corrections to the June 16th minutes were noted during the September 2nd meeting, the changes were not completed prior to posting on the website

5. Presentations – N/A

6. New Business / Carry Forward Business

a. Amendment to Land-Use-By-Law #02 (re: Special Requirements – Mini Homes) – Second Reading

CAO Gray reviewed the second reading:

Part 7 – General Requirements for All Residential Zones

Special Requirements – Mini Homes

6. Building Requirements

- a. a mini home shall be placed on a fixed masonry or cement foundation, or professionally prepared aggregate pad, and in no instance shall the undercarriage of the mini home be visible;

BE IT RESOLVED THAT:

That Mayor and Council of the Town of Mulgrave accept Second Reading of Amendment to By-Law #02 Land-Use-By-Law regarding Special Requirements – Mini Homes. The amended By-Law #02 Land-Use-By-Law is duly passed by the Mayor and Council of the Town of Mulgrave.

Moved by Councillor Russell, seconded by Councillor Michel

Motion Carried

b. Collection of Solid Waste & Recyclable Material By-Law

Deputy Mayor Maas Latimer advised that the current by-law is aged, with an approval date of 2010. Deputy Mayor Maas Latimer advised that the by-law should be reviewed and updated to be ready for the December 1, 2025, implementation of Circular Materials recycling. She advised that there is a new program coming out that the Province of NS has been working on for quite some time. The new program will not change the way recycling is collected; however, there will be new depots opened in the surrounding areas for recycling of specific items. Deputy Mayor Maas Latimer provided a reminder for residents that tires do not need to be disposed of; these can go back to any location where tires are sold to be recycled accordingly. Also, a reminder that sharps are not accepted in regular garbage; containers can be picked up at most drug stores. There will be some specific additions and changes regarding bagging requirements and definitions. CAO Gray asked for Council to send him any suggested changes; he will create a draft document with the amendments and bring it back to the table for review. Councillor Michel advised she has made note of some of the mentioned items, i.e. tire recycling, sharps containers, etc. for social media posts to help educate.

c. Nova Scotia Federation of Municipalities (NSFM) Fall Conference

CAO Gray outlined the estimate costs for accommodations, mileage, conference fees, meals, etc. It would be approximately \$2300 / per person to attend. It was noted we currently have approximately \$6000 left in the budget. It is recommended that only 1 member of Council attend the conference. CAO Gray will confirm with Mayor Chisholm to confirm if he would like to attend. Councillor Tate and Councillor Russell are unable to attend, and Councillor Michel will confirm.

7. Reports

a. Council Committee Reports

- i. Police Advisory
N/A
- ii. Library
N/A
- iii. MARA
Met on Sept 24, highlights include MARA planning to attend Trunk or Treat on Oct 25, 2025 at the Front Porch from 2-4 p.m.
- iv. Recreation / Culture
No meeting scheduled.
- v. Guysborough County Home Support Agency (GCHSA)
Next meeting is Oct 30. Regular Meeting & AGM was held at the end of Sept
- vi. Eastern Region Solid Waste Management (ERSWM)
Deputy Mayor Maas Latimer attended the meeting, highlights include the new EPR (Circular Materials) update for Dec 1 implementation, litter intervention program funding – funds are currently allocated for this fiscal year, however, they would like to see ‘No Litter’ signage within the Municipal Units. Signage would include the Town Logo, Eastern Waste Management Logo and Divert NS Logo. They are hoping for approximately \$3500/municipal unit once new funding is available. For reference: Pictou was able to do 24x30 signs, with a post for approx. \$100 each. The 25/26 budget is in progress, with a part-time educator position coming up with Divert NS. A reminder that no black bags are allowed at the landfill or in the Town bulk dumpster. The Regional Compliance Update advised that Route 344 & Mulgrave passed at the landfill. Waste Reduction Week is Oct 20-26. A clothing swap is happening on Oct 25th at the Antigonish Library from 10-2. The next meeting is Nov 27.
- vii. Tourism Guysborough County
N/A
- viii. Source Water Protection Committee (SWPC)
Tentatively scheduled for Oct 22
- ix. Accessibility Committee
Call for members went in the Fall newsletter, with no responses received.
- x. Transit Association of Guysborough (TAG)
N/A
- xi. Scotia Days Committee
No wrap up meeting scheduled yet
- xii. Market-by-the-Sea Committee
N/A

8. Approved Additions to the Agenda

i. Donkin St. Bridge

Public Works Supervisor had an inspection completed by CBCL of the Murray St & Donkin St Bridge on Sept 29, 2025. CAO Gray reviewed the key recommendations and information provided in the Executive Summary of the draft report. Advised that Murray St Bridge is a concrete rigid frame structure, while the Donkin St Bridge is a timber beam structure on timber crib abutments. The key recommendations include: limiting vehicle loading on the Donkin St Bridge until a structural evaluation is complete. Interim measures may include temporary shoring or traffic restrictions. A formal load rating of Donkin St Bridge in accordance with CSA S6:25 Part 14, low postings should be expected. Given the extent of deterioration and limited benefit of short-term repairs, the Town should begin planning for full replacement of the Donkin Street Bridge as part of its asset management strategy. The Murray St Bridge recommendations include short-to-medium repairs (deck patching, crack sealing, scour protection) with ongoing monitoring. CAO Gray, and all of Council agrees this requires immediate action. He will discuss with Public Works to have appropriate signage put in place. Councillor Russell mentioned a possible short-term option of having steel beams put down with plates placed on top to help distribute the current vehicle weight.

ii. Tower Rd Property – Re: Building Inspector Visit

Councillor Tate requested an update on whether the building inspector has been able to visit the property, as there are holes in the roof, and some residents still have tiles to be replaced within their apartments from the water leak in the spring 2025. Councillor Tate advised she did some research and determined it is possible for a Fire Chief to also deem a building safe or unsafe for living. CAO Gray advised he will contact the Deputy Fire Marshal in Sydney to see what our next steps should be. Councillor Michel asked what Council might be able to do to help the residents should the building be condemned. CAO Gray advised there was some contact with Red Cross during the water leak earlier in the year, but there was not a lot of assistance at that time. Councillor Russell also mentioned contacting the Housing Authority to see if they have any vacancies.

9. Date of Next Meeting: October 20, 2025

10. Gallery

Deputy Mayor asked if the Gallery can hear the communication better with the new layout of the tables. One resident advised that she could hear well;

however, she had difficulty hearing some things CAO Gray had said. We believe this is due to the new angle where he is sitting.

11. In-Camera

- i. Contract Negotiations – MGA 22(2)(e)

Moved by Councillor Michel, seconded by Councillor Tate to move in camera at 7:33 pm.
Motion Carried

Moved by Councillor Russell, seconded by Councillor Tate to move out of in camera at 8:10 pm.
Motion Carried

12. Adjournment

There being no further business, it was moved by Councillor Russell to adjourn at 8:10 pm.




Mayor



CAO



Date



Date